

12 April 1973

MEMORANDUM FOR THE RECORD

SUBJECT: Interim Language and Qualifications System

A meeting was held on 12 April 1973 to discuss language requirements regarding the development and implementation of an interim Qualifications and Language system. In attendance were [REDACTED] OTR/Lang 25X1A
[REDACTED] OJCS/MSD. The following topics were discussed:

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1. [REDACTED] advised that an interim Qualification/Language system (CENQUAL) will be implemented. This effort is required due to the fact that the Manpower Control System Phase II projects will incorporate new record identifications and data field structures that are incompatible with the existing Language and Qualifications Systems. The Skills Inventory System, which will contain language, qualifications, and training data and utilize Phase II controls and data field structures, is not planned for implementation until Phase IV. The interim CENQUAL system will be programmed for processing on the IBM 360 computer which will provide more flexibility to system changes than the existing systems which are processed on simulated RCA 501 software.

A more efficient data entry method will be used under the interim CENQUAL project. This will eliminate the necessity to retain the outmoded Office of Personnel flexowriters after implementation of Phase II projects.

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2. Advised of the redundant and surplus data contained in the Language system, [REDACTED] agreed that only the 12-character Foreign Language Ability Field need be converted to the interim CENQUAL system to satisfy Language Development Committee (LDC) requirements. The Foreign Language Ability Field consists of a code group BA06 - BZ99 representing the language claimed or tested, language proficiency factors, and year of claim or test. He mentioned the importance of reviewing individuals for required language testing on a three-year basis disregarding month and day.

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3. Language proficiency factors were discussed in detail. [REDACTED] stressed that reading, speaking, and understanding are the only factors acknowledged by the Language Development Committee and only these require test evaluation. It was determined that with the elimination of the writing, pronunciation, and translate/interpret factors, the system will afford space for the inclusion of the years tested for reading, speaking, and understanding factors.

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4. [REDACTED] commented on the Agency-wide confusion that will evolve as a result of converting to the new proposed Language Proficiency Codes (see Attachment 1). The same codes would be used to represent different classes of language proficiency conditions (e.g., claimed, tested, disclaimed, etc.). For example, under the existing system, language proficiency codes 1 thru 5 represent claimed language proficiency and codes H, I, N, E, and S represent tested language proficiency. Under the new proposed language proficiency code scale, the same codes would be used, but the numeric codes would represent tested language proficiency and the alpha codes would represent claimed language proficiency.

5. It was agreed that OP, OTR, LDC, and OJCS/MSD should establish a working committee for the purpose of analyzing existing and new report requirements.

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[REDACTED]
Systems Analyst
Human Resources Systems

Attachments: (1)

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cc: [REDACTED] OTR/LS